

PLANNING COMMITTEE MEMBER ROLES AND REPOSNSIBILITIES

The Planning Committee Members are appointed by their respective executives. The function of the Planning Committee Member is to act on behalf of their parent organization with regard to partnership initiatives and projects. The primary role of the member is to act as a liaison, bringing organizational issues and concerns to the table and working to solve those issues jointly.

The secondary role of the member is to act as a project officer or manager for the initiatives in progress in the partnership. As a project officer, the member has the responsibility to identify the issue, gather facts, make assumptions, develop courses of action, make recommendations to the Executive Committee, and execute executive guidance. This involves leading a working group from inception to transition for specific initiatives.

Planning Committee Members are required to attend monthly meetings either in person or via teleconference. Each member is required to have a thorough understanding of his or her projects to include current status, issues of concern, and future plans. This information is presented bi-monthly to the Executive Committee in a formal meeting.

ALASKA FEDERAL HEALTH CARE PARTNERSHIP (AFHCP)
PLANNING COMMITTEE
19 SEPTEMBER 2001
ROLES AND RESPONSIBILITIES

1. Role: Provide oversight to all AFHCP (Partnership) activities, to ensure strategic and *Focus Area* initiatives of the Executive Committee are addressed and executed.

2. Responsibilities:

- Oversee and monitor all Partnership activities.
- Develop annual Strategic Plan.
- Address member organization needs and concerns.
- Strategic and *Focus Area* project management.
- Oversight and coordination of AFHCP sub-committee's.
- Coordinate AFHCP sub-committee roles, responsibilities and scope.
- Address member organizational issues.
- Ensure proper coordination with partnership staff.
- Create, develop, or broaden appropriate sub-committees to address *Focus Areas*.
- Function as "mediator" regarding member or sub-committee issues or concerns.
- Ensure appropriate involvement with facility specific personnel to meet obligations.
- Keep Executive Committee members informed on Partnership activities.

3. Goals:

- Proactive execution of AFHCP initiatives and projects (i.e. *Focus Areas*).
- Demonstrate both coordinating and operational roles in business office process management.
- Provide comprehensive and definitive recommendations to Executive Committee regarding all partnership related enterprises.
- Identify, prioritize, and create both a strategic plan and timeline linkage for new sharing opportunities.

4. Sub-Committee "Tenants":

- Provide recommendations for initiatives to be included in the strategic plan.
- Develop business office processes with regard to initiatives.
- Facilitate internal, sub-committee discussions and dialogue.
- Implement annual strategic and operational plans.
- Develop appropriate measurable / quantitative metrics and performance indicators.
- Monitor and report outcomes of committee specific initiatives.
- Provide monthly report to Planning Committee.
- Brief quarterly report to Planning Committee.
- Brief annual evaluation report to Planning Committee / Executive Committee.